

SCPEAC

2007 Annual Report

Presented to

The President Pro Tempore of the Senate
The Speaker of the House of Representatives

By The South Carolina Planning Education Advisory Committee

South Carolina



Planning Education Advisory Committee

Committee members:

Stephen G. Riley, Chairman
Representing MASC
Term expires: 2009

January 30, 2008

Philip England
Representing SCAC
Term expires: 2007

TO: The Honorable Glenn F. McConnell, President Pro Tempore
for the Senate
The Honorable Robert W. Harrell, Jr., Speaker of the House of
Representatives

J. Terrence Farris
Representing Clemson
University
Term expires: 2008

FROM: Stephen G. Riley, Chairman

Dennis Lambries
Representing USC
Term expires: 2008

RE: Annual Report of the South Carolina Planning Education
Advisory Committee

Donna London
Representing SCAPA
Term expires: 2010

In 2003, the Legislature established Educational Requirements for Local Government Planning or Zoning Officials or Employees and established a five-member Advisory Committee to compile and distribute a list of approved orientation and continuing education courses to satisfy the requirements of the statute and to determine categories of persons that are eligible for exemption from these educational requirements. The Advisory Committee elected to operate under the title of the South Carolina Planning Education Advisory Committee.

Please accept this as the 2007 Annual Report of the South Carolina Planning Education Advisory Committee pursuant to Section 6-29-1330(D)(3) of the Code of Laws of South Carolina.

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Introduction

Article 9 of Title 6, Chapter 29 of the South Carolina Code of Laws establishes Educational Requirements for Local Government Planning or Zoning Officials or Employees. These provisions apply to all members of locally-appointed Planning Commissions, Boards of Zoning Appeals, Architectural Review Boards and all professional employees engaged in planning and zoning activities.

Unless expressly exempted, each locally appointed official and professional employee must attend a minimum of six hours of orientation training in certain subjects and annually attend no fewer than three hours of continuing education in any of the subjects determined by the State Advisory Committee.

The subjects for the education may include, but not be limited to, land use planning; zoning; floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee; or
- (4) a license to practice law in South Carolina.

An appointed official is subject to removal from office or suspension or dismissal from employment if he fails to complete the requisite number of hours of orientation training and continuing education within the time allotted by State Code, or fails to file the certification form and documentation required by State Code.

It is the responsibility of the local governing body to track and file with the local clerk the proper certification forms for their individual planning or zoning officials or employees.

As amended by the Legislature during the 2004 Session, municipalities and counties with populations above 35,000 were required to be in compliance with these educational requirements by January 1, 2006. Municipalities and counties with populations below

35,000 were required to come into compliance by January 1, 2007. The Committee believes all local governments did meet these deadlines. Newly appointed Board and Commission members and newly hired staff members must receive their orientation training within one year of their start date. Continuing education is required for all board, commission and staff members.

Sec. 6-29-1330 of the Code establishes an Advisory Committee composed of five members appointed by the Governor with the advice and consent of the Senate. The Code provides that the members shall include: a planner recommended by the South Carolina Chapter of the American Planning Association; a municipal official or employee recommended by the Municipal Association of South Carolina; a county official or employee recommended by the South Carolina Association of Counties; a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and, a representative recommended by Clemson University's Department of Planning and Landscape Architecture.

This Committee, operating as the South Carolina Planning Education Advisory Committee (SCPEAC), is charged with:

- compiling and distributing a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;
- determining categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and
- making an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

This 2007 Annual Report is set up to include those elements set forth in Sec. 6-29-1330(D)(3) of the Code. Specifically, this annual report provides a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

COMMITTEE MEMBER INFORMATION

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Represents: South Carolina Association of Counties
Term expired: June 30, 2007
Position: Committee member

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Term Expires: June 30, 2008
Position: Committee Member

Dennis Lambries

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Survey Research Laboratory
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Represents: University of South Carolina
Term expires: June 30, 2008
Position: Vice-Chairman

Donna London

Director

Jim Self Center on the Future

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Represents: SC Chapter, American Planning Association

Term expires: June 30, 2010

Position: Committee member

Stephen G. Riley, AICP

Town Manager

Town of Hilton Head Island

One Town Center Court

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Represents: Municipal Association of South Carolina

Term expires: June 30, 2009

Position: Chairman

Activities

A quarterly schedule of meetings was established, as allowed for under Section 6-29-1330(F) of the Code, but a lack of agenda items led to the cancellation of all but the first of those meetings. A quarterly schedule of meetings has been approved for 2008. All scheduled meetings are conducted in Columbia and rotate between the offices of the Municipal Association of South Carolina (MASC) and the South Carolina Association of Counties (SCAC).

Telephone conference meetings were used extensively in an effort to expedite approvals of proposed continuing education programs. Every effort was made to facilitate participation by the public through posting of the meeting on our website and the State Register. Opportunities to “sit in” on the meetings were provided at offices in both Hilton Head Island (office of the Chairman) and in Columbia. The conference call phone number was also provided in the posted notices.

One local government developed and received approval for their own orientation training program, tailored to their community. No other applications for continuing education programs were submitted for consideration by the Committee.

The first continuing education programs were developed and submitted to the Committee. Approval was granted for eight programs to be offered by the SCAC on a rotating basis. Two rotating programs were approved to be offered by MASC.

Contact was made with the American Planning Association (APA). They have new mandatory training requirements for those who are certified by the American Institute of Certified Planners (AICP). Although AICP members are exempt from the South Carolina training requirements, we asked permission to access their list of approved program providers for AICP members. As a result, any program reviewed and approved by the APA staff as qualifying for AICP continuing education credit is automatically approved for continuing education credit for South Carolina planning and zoning members and staff. This opens many opportunities for varied continuing education programs utilizing the resources of another agency rather than our Committee’s limited resources.

Expenses

Postage, copying, and printing costs have been minimal and have been absorbed by the members’ sponsoring organizations or employers.

Costs for travel to meetings of the Committee have been borne by the individual members or their employers. No costs for overnight stays or meals have been incurred.

The Committee website is maintained by the South Carolina Legislative Printing, Information and Technology Systems Department at no cost to the Committee. The

domain name, www.scpeac.org , was maintained because of the ease in relaying the information to those who inquire. The annual cost for maintaining this domain name is \$9.95 and is absorbed by the Chairman's employer, the Town of Hilton Head Island.

Meeting space for the quarterly meetings of the Committee is being donated, on a rotating basis, by the Municipal Association of South Carolina and the South Carolina Association of Counties. Limited refreshments are made available; as is done with other groups that use the facilities of these two associations.

Fees Collected

No fees have been collected.

Section 6-29-1330(G) of the Code provides for the imposition of a nominal fee to each entity applying for approval of an orientation or continuing education program. The Committee has chosen not to impose such a fee at this time.

Determinations Concerning Approved Education Programs and Categories of Exemptions

A Request for Proposals for both orientation programs and continuing education programs is available on our webpage and through the State Register.

The Town of Hilton Head Island sought and received approval for an Orientation Training Program targeted to their board, commission, and staff members. Approval was granted by the Committee. The Town also sought and received approval for a 14-topic, two-year continuing education program again targeted to their local circumstances.

One-time approvals for continuing education programs were sought by and approved for the Commission Assistance Mentoring Program (CAMP). One time approval was also granted for the International Transportation Engineers Association programs: "Developing Trends in Bicycle Facilities Planning and Design" and "Complete Streets: Introduction and Context." The SC Soil and Water Conservation Society sought and received approval for a continuing education presentation entitled "Balancing Growth with Environmental Integrity in Urban Development."

The North Winyah Bay National Estuarine Research Reserve gained approval for a program called "Getting to Know Wetlands and the Rules that Govern Them: A Primer for Local Governments and Professionals." This program may be repeated for a period of up to three years.

The Association of Counties added to their list of approved continuing education programs available on a recurring basis with the approval of a program entitled "Making Affordable Housing Happen: A Key Element of the Comprehensive Plan."

The Committee approved a proposal to pre-certify any programs (excluding books or home study courses) approved for continuing education credit under the APA/AICP Certification Maintenance (CM) program. If the APA staff reviews and approves the course or program for CM credit, our Committee will accept their approval. If the program is on tape, DVD or closed circuit, a “coordinator,” as defined by the Committee, must be present.

Requests were received to exempt those with a Masters degree in Public Administration and those who are Credentialed Managers, as certified by the International City/County Management Association (ICMA); pursuant to Sec. 6-29-1330(D)(2)) of the Code. Both requests were rejected. The Committee members reiterated their belief that almost everyone can benefit from a refresher course (orientation training) as well as from a minimum amount of continuing education.

ATTACHMENTS

ENABLING LEGISLATION

EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

- (1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;
- (2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;
- (3) "Clerk" means the clerk of the local governing body;
- (4) "Local governing body" means the legislative governing body of a county or municipality;
- (5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;
- (6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

- (1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and
- (2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

- (1) municipalities and counties with a population above 35,000: by January 1, 2006; and
- (2) municipalities and counties with a population under 35,000: by January 1, 2007.

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor with the advice and consent of the Senate. The advisory committee consists of:

(1) a planner recommended by the South Carolina Chapter of the American Planning Association;

(2) a municipal official or employee recommended by the Municipal Association of South Carolina;

(3) a county official or employee recommended by the South Carolina Association of Counties;

(4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and

(5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment or the Governor's appointment is not confirmed by the Senate, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualified; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

(1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;

(2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

(3) make an annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing a detailed account of the advisory committee's:

(a) activities;

(b) expenses;

(c) fees collected; and

(d) determinations concerning approved education programs and categories of exemption.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President Pro Tempore of the Senate and Speaker of the House of Representatives.

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;

(16) land subdivision; and

(17) powers and duties of the planning commission, board of zoning appeals, or board of architectural review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

(1) certification by the American Institute of Certified Planners;

(2) a masters or doctorate degree in planning from an accredited college or university;

(3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee;

(4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

EDUCATIONAL REQUIREMENTS

CERTIFICATION FORM

**FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR
EMPLOYEES**

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: _____

Position: _____

Initial Date of Appointment or Employment: _____

Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name	Sponsor	Location	Date Held	Hours of Instruction
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Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

____ I am certified by the American Institute of Certified Planners.

____ I hold a masters or doctorate degree in planning from an accredited college or university.

____ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

____ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

(1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or

(2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

(1) sponsoring and providing approved education programs; or

(2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

(1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and

(2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

INFORMATION ON SCPEAC WEBPAGE



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Welcome to the South Carolina Planning Education Advisory Committee's Website.

We are looking forward to assisting you in meeting the new South Carolina State Code education requirements for Local Government Planning or Zoning Officials and Employees.

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2008 Meeting Schedule

Date	Time	Location
January 29, 2008	11:00 a.m.	South Carolina Association of Counties - First Floor Conference Room
April 29, 2008	10:00 a.m.	Municipal Association of South Carolina - Board Room
July 29, 2008	10:00 a.m.	South Carolina Association of Counties - First Floor Conference Room
October 28, 2008	10:00 a.m.	Municipal Association of South Carolina - Board Room

MASC offices are at 1411 Gervais Street, Columbia, SC

SCAC offices are at 1919 Thurmond Mall, Columbia, SC

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Certified Education Programs

Orientation Programs

SCAC Orientation Program - [Contact SCAC](#) (go to Education link)

MASC/SCAPA/SCARC Orientation Program - [Contact MASC](#)

Prior Approval: Planning Academy - [Contact SCAPA](#)

Prior Approval: Introduction to Local Comprehensive Planning - [Contact SCAPA](#)

Please continue to visit our website for any updates.

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Continuing Education Programs

Municipal Association of South Carolina - [Contact MASC](#)

The following MASC Continuing Education Programs have been approved:

- Public Hearing Procedures/Conducting Public Meetings
- Ethics in the Public Sector/Disharmony on the Board

SC Association of Counties - [Contact SCAC](#)

The following SCAC Continuing Education Programs have been approved:

- Economic Development
- Ethics and Public Service
- Managing and Conducting Meetings
- Planning and Zoning
- Strategic Planning
- Introduction to Geographical Information Systems
- Ethics is More Than the Law
- Making Affordable Housing Happen: A Key Element of the Comprehensive Plan

S.C. Chapter American Planning Association - [Contact SCAPA](#)

Conferences and Seminars Hosted or Sponsored by SCAPA

American Planning Association - [Contact APA](#)

Conferences and Seminars Hosted or Sponsored by APA

APA-approved DVDs, CD-ROMs, taped rebroadcasts of seminars or conferences, audio tape presentations, or other similar media may be used provided a Coordinator is present.

Please see below for Coordinator Qualifications

Any education programs certified by APA/AICP as qualifying for Certification Maintenance (CM) credits - [APA Calendar](#)

Note: Books or self-directed (home study) courses are not approved

Planning Accreditation Board (PAB) - accredited planning schools

In the region, these include Clemson University, Georgia Tech, University of North Carolina-Chapel Hill, University of Florida and Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at http://showcase.netins.net/web/pab_fi66/documents.htm (go to Accredited Planning Programs). Conferences and Seminars Hosted or Sponsored by a PAB-accredited planning school

School-sponsored DVDs, CD-ROMs, taped rebroadcasts of seminars or conferences, audio tape presentations, or other similar media may be used provided a Coordinator is present.

Please see below for Coordinator Qualifications

Note: Books or self-directed (home study) courses are not approved

Coordinator Qualifications

All Coordinators must meet the following requirements:

- Be in a position of authority
- Have a working knowledge of the subject material as it pertains to the jurisdiction
- Have knowledge of the jurisdiction(s) attending the presentation
- Be able to facilitate discussion
- Be able to confirm attendance of participants
- Coordinators need not meet the exemption requirements of the State Code

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REQUEST FOR PROPOSALS FOR EDUCATIONAL PROGRAMS

**The South Carolina Advisory Committee on Educational Requirements for
Local Government Planning or Zoning Officials and Employees
(SC Planning Education Advisory Committee--SCPEAC)**

Request for Program Certification

The SC Planning Education Advisory Committee (SCPEAC), established pursuant to Section 6-29-1310 (et. Seq.) South Carolina Code of Laws, seeks proposals by providers of educational programs and/or courses to be reviewed and considered for certification by the Advisory Committee.

Title 6, Chapter 29, South Carolina Local Government Comprehensive Planning Enabling Act Of 1994, Article 9 requires a minimum 6-credit orientation program and minimum 3 credits of continuing education (CE) annually for those who are not exempt pursuant to Section 6-29-1350 . Appointed officials (planning commissioners, board of zoning appeals members, or board of architectural review members) and professional employees (planning professionals, zoning administrator or official, or a deputy or assistant to the above) are required to comply with the educational provisions—with compliance for municipalities and counties above 35,000 population by January 1, 2006 and below 35,000 by January 1, 2007. See Section 6-29-1310 (et. Seq.) for further details.

Technology offers opportunities to enhance traditional learning models by increasing access to educational opportunities for officials or employees. Educational proposals from an array of providers and through different formats will be considered, dependent upon quality control provisions. All formats must include “faculty” presentations or professional planners as discussant leaders; no self-educational methods will be authorized at this time.

Credit Hours are based on actual minutes of education including reasonable question and answer periods during the class.

Note: Introductory remarks, business meetings, breaks, receptions, luncheons, etc. are not to be included in the computation of credit.

ALL PROPOSALS WILL BE REVIEWED BY THE ADVISORY COMMITTEE AND APPLICANTS WILL BE INFORMED OF THE ACTION TAKEN WITHIN 30 DAYS OF RECEIPT BY THE SCPEAC CHAIRMAN.

This RFP covers the array of application forms for:

- Appendix A--Uniform Application for Orientation Program Proposals
- Appendix B--Uniform Application for Approved Sponsors of Continuing Education
- Appendix C--Uniform Application For Accreditation of Continuing Education Course(s)
- Appendix D--Uniform Certificate of Attendance (suggested model)

ORIENTATION PROGRAM PROPOSALS

Proposals will be taken separately for the Orientation and Continuing Education programs. The SCPEAC allows for more flexibility with respect to various proposals for continuing education. Pursuant to its responsibilities to compile and distribute a list of approved orientation programs/courses, the Committee has established minimal requirements for applicants to provide orientation programs. While the Committee will accept individual proposals for modules within the orientation program, the Committee will give priority to those sponsors submitting a complete orientation program proposal.

A 6-credit orientation program should cover at least the following topics:

- Overview of the Comprehensive Planning Act
- Description of Zoning and Land Development Regulations
- Description of Related Regulations such as Capital Improvements Programs, Development Agreements, Design Regulations
- Description of the roles and responsibilities of the Council, Planning Commission, Zoning Officer, Boards of Zoning Appeals and Architectural Review, and Appellate Processes—concepts of legislative, administrative, and quasi-judicial functions
- Legal Issues for Planning and Zoning
- Freedom of Information, Conflicts of Interest Provisions, Section 1983 Liability, and related Ethics

See [Appendix A](#) for the Uniform Application for Orientation Program Proposals.

APPROVED SPONSORS OF CONTINUING EDUCATION

The Committee has determined that conferences or training sessions of the SC. Chapter of the American Planning Association meet the requirements for Continuing Education and are approved as a sponsor. Programs provided by Planning Accreditation Board (PAB)-accredited planning schools are also approved as sponsors by the SCPEAC. In the region, those include Clemson University , Georgia Tech, University of North Carolina-Chapel Hill, University of Florida , Florida State, among approximately 65 other accredited schools. See the list of PAB approved planning schools at http://showcase.netins.net/web/pab_fi66/ (go to documents, accredited schools).

Any organization or entity may apply to the SCPEAC for designation as an approved sponsor of on-going educational programs, provided that all their courses are related to planning and zoning issues. Organizations which occasionally provide courses pertaining to any legitimate direct planning and zoning function(s) should have an application for each course to be approved for continuing education credit—see Appendix C.

An approved sponsor must:

- Develop and implement methods to evaluate its course offerings to determine their effectiveness and how they meet the needs of planning and zoning officials and staff.
- Submit information concerning the course or activity within 30 days of its presentation including the brochure description, description of presentation method and types of materials; upon request, submit complete course materials. Submit to the Chairman of the SCPEAC:

Mr. Steve Riley, AICP
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island , SC 29928

- Identify the instructor(s) and brief background description; upon request, provide resume(s).
- Submit to all reasonable requests and abide by all regulations promulgated by the SCPEAC and Article 9.

The Committee has the authority to audit and review programs.

See [Appendix B](#) -- Uniform Application for Approved Sponsors of Continuing Education.

ACCREDITATION OF CONTINUING EDUCATION COURSE(S)

Article 9 requires a minimum of 3 credits of continuing education on a variety of subjects as listed in Section 6-29-1340 , Subsection (C). Individual courses/activities need to be approved by the SCPEAC including the provision of an Approved Course Number.

See [Appendix C](#) -- Uniform Application for Accreditation of Continuing Education Course

MODEL FOR A UNIFORM CERTIFICATE OF ATTENDANCE FOR ORIENTATION PROGRAM AND CONTINUING EDUCATION

We have provided Appendix D--Model For A Uniform Certificate of Attendance For the Orientation Program and Continuing Education. This is a suggested model to document attendance at the Orientation Program and Continuing Education activities for providers to give to attendees as a form of documentation. This is not a requirement but a suggested model.

See [Appendix D](#) -- Uniform Certificate of Attendance

Questions pertaining to any of these applications or general information should be directed to:

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SCPEAC Chairman
Town Manager
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